



INDIANA GRANTS MANAGEMENT SYSTEM (IGMS)- 2014





OVERVIEW

- ❑ iGMS login/Dashboard
- ❑ Creating a proposal
- ❑ Creating a budget
- ❑ Agreements
- ❑ Performance periods
- ❑ Grant Adjustments (GANs)
- ❑ Requests for Reimbursement
- ❑ Proof of Payment
- ❑ Quarterly Reports
- ❑ Inventory and Equipment Tracking



INTRODUCTION

- ❑ Development of the iGMS began in late 2004.
- ❑ Initially designed to function primarily as a budgeting and expense tracking tool.
- ❑ Grown into a broader project management tool.
- ❑ Provides real-time information to project managers, sub-recipients and IDHS field staff.





iGMS ACCOUNT

- ❑ New users are required to contact Grants Management to request an account. This contact may be made by email to grants@dhs.in.gov.
- ❑ Can enter the iGMS from any computer with internet
- ❑ Web Site: <https://myoracle.in.gov/hs>

LOGIN



- ❑ At the login screen, users are to enter their e-mail address and password.

The image shows the login interface for the iGMS (Indiana Government Management System). At the top, there is a dark header bar with "iGMS" on the left and "Indiana Department of Homeland Security" on the right. Below the header, the main content area has a light gray background. On the left side of this area, the text "Log In" is displayed in a large, blue font. Below it are two input fields: "Username" with the placeholder text "username" and "Password" with the placeholder text "password". Below the password field is a "Log In" button, which is highlighted with a red circle. To the right of the login fields is a large, circular version of the Indiana Department of Homeland Security logo. Below the "Log In" button, there are two links: "Help me reset my password" with a speech bubble icon and "I have my reset Password PIN #" with a pushpin icon.

- ❑ A password can be changed by choosing Reset Password

DASHBOARD- SUB-RECIPIENT



iGMS Indiana Department of Homeland Security

[Dashboard](#) [Change Password](#) [Contact Info](#) [Logout](#) [Switch Back](#)

Please complete your EMPG compliance.

My Proposals

- [2013 EMPG Competitive Grant](#)
- [2012 EMPG Salary Reimbursement 01/01/12 thru 12/31/12](#)
- [2011-2012 EMA Competitive Grant](#)
- [See all proposals](#)

[+ Create new proposal](#)

General Budget Information

- [Complete Budget List](#)
- [Quarterly Reports](#)
- [Request for Expenditure](#)

Agreement Tracking

Recent Activity This Week

- [view all agreements...](#)

Applications

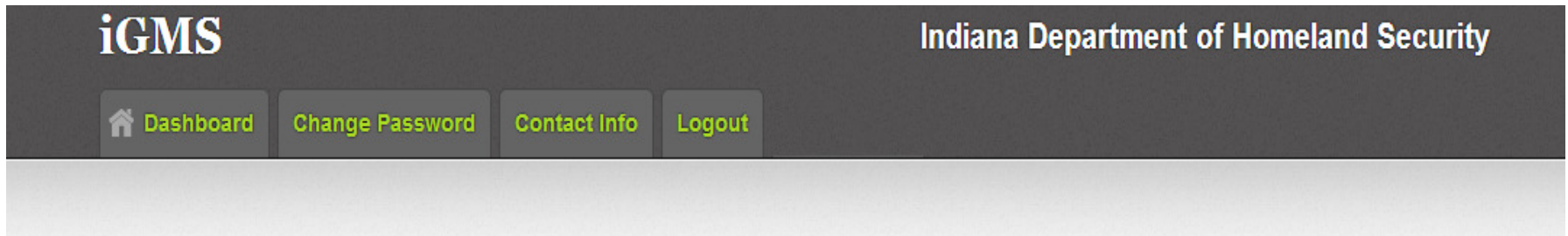
- [Empg Compliance](#)
- [Agreement Tracking](#)
- [Equipment Inventory](#)
- [Damage Report](#)
- [Infrastructure Damage Reporting](#)

References

- [IGMS Manual](#)
- [Authorized Equipment List](#)
- [Contact Us](#)
- [EHP Screening Form](#)
- [Indiana Strategy for Homeland Security 2008](#)
- [Training and Exercise Guidance](#)
- [2013-2015 Training and Exercise Plan and Multi-Year Calendars](#)
- [Debris Estimation Spreadsheet](#)




DASHBOARD TABS



- ❑ Dashboard: takes you back to main/home page
- ❑ Change password: you can update your password at anytime
- ❑ Contact Info: update any contact information that might have changed; make sure this is updated before starting a new grant proposal!
- ❑ Logout: logs you out of the system



NOTIFICATIONS

 Please complete your EMPG compliance.

Notifications

→ You have 1 RFE(s) without uploaded PROOFs.

- ❑ This section will display on your homepage when you have actions that need to be taken.
- ❑ It is important to remember that items will not move forward without your action.
- ❑ If invoices are not approved – sub-recipients will not receive payment.
- ❑ Note: Anything that is in **purple** is a hyperlink—by clicking the link, it will take you to the defined area.

My PROPOSALS



iGMS Indiana Department of Homeland Security

[Dashboard](#) [Change Password](#) [Contact Info](#) [Logout](#) [Switch Back](#)

Please complete your EMPG compliance.

My Proposals

- 2013 EMPG Competitive Grant
- 2012 EMPG Salary Reimbursement 01/01/12 thru 12/31/12
- 2011-2012 EMA Competitive Grant
- [See all proposals](#)

[+ Create new proposal](#)

General Budget Information

- [Complete Budget List](#)
- [Quarterly Reports](#)
- [Request for Expenditure](#)

Applications

- [Empg Compliance](#)
- [Agreement Tracking](#)
- [Equipment Inventory](#)
- [Damage Report](#)
- [Infrastructure Damage Reporting](#)

References

- [IGMS Manual](#)
- [Authorized Equipment List](#)
- [Contact Us](#)
- [EHP Screening Form](#)
- [Indiana Strategy for Homeland Security 2008](#)
- [Training and Exercise Guidance](#)
- [2013-2015 Training and Exercise Plan and Multi-Year Calendars](#)
- [Debris Estimation Spreadsheet](#)

Agreement Tracking

Recent Activity This Week

- [view all agreements...](#)



CREATE NEW PROPOSAL

- ❑ The [My Proposal](#) section of the [Dashboard](#) is where you will find the option to *create new proposal*.

A screenshot of the iGMS (Indiana Grants Management System) dashboard. The top navigation bar includes links for Dashboard, Change Password, Contact Info, Logout, and Switch Back. A warning banner at the top states "Please complete your EMPG compliance." The main content area is divided into three sections: "My Proposals" (with a lightbulb icon), "General Budget Information" (with a document icon), and "Applications" (with a document icon). The "My Proposals" section lists several grant opportunities and a link to "See all proposals". A red circle highlights the "Create new proposal" link, which is accompanied by a green plus icon. The "General Budget Information" section lists links for "Complete Budget List", "Quarterly Reports", and "Request for Expenditure". The "Applications" section lists links for "Empg Compliance", "Agreement Tracking", "Equipment Inventory", "Damage Report", and "Infrastructure Damage Reporting".



CREATE NEW PROPOSAL

A screenshot of a web application interface for creating a new proposal. At the top, there is a navigation bar with links: "Dashboard | My Proposals | My Proposals". Below this is a header for the form titled "Create a Proposal" with a lightbulb icon. The form contains two main input fields: "Title" and "Proposal Template". The "Title" field is a simple text input. The "Proposal Template" field is a dropdown menu with a downward arrow. Below the "Title" field is a "Create" button. To the right of the "Proposal Template" field is a "Cancel" button with a red 'x' icon.

- ❑ Title: Choose a name for your proposal. The title should identify the project you wish to submit for funding consideration.
- ❑ *Proposal Template*: Choose the proposal template that is applicable to your request. Templates are designed to mirror the information requested by the funding agency and are specific to the type of grant being requested. Proposal templates may include, but are not limited to:
 - Homeland Security Grant Program (HSGP)—State
 - Homeland Security Grant Program (HSGP)—County
 - Hazardous Materials Emergency Preparedness Program (HMEP)
 - Indiana Homeland Security Foundation
 - Emergency Management Performance Grant (EMPG)
 - School Safety 2014
- ❑ For 2014, most proposal templates have undergone changes and updates to reflect the dynamic nature of the information needed and collected from grant applications.



NAVIGATING THE PROPOSAL

Dashboard | My Proposals | Edit Proposal

Edit Title :

Proposal

[Delete](#) [To PDF](#)

I. Identification Information

[A. Applicant Info](#) ✗

[B. Primary Point of Contact](#) ✗

II. Proposal Objectives and Activities Methods

[A. Project Summary](#) ✗

[B. EMF #](#) ✗

[C. Goals and Objectives](#) ✗

[D. National Priorities](#) ✗

[E. Target Capabilities](#) ✗

[F. Area of Need Addressed](#) ✗

A. Applicant Info

1. Organization Legal Name

2. Federal Tax ID

3. Principal Executive Officer

4. Title

5. If non-governmental, date of IRS Non-Profit Approval
 (mm/dd/yy)

- ❑ The **red x's** indicate you that you have an area that has not been addressed. By clicking on the **purple** hyperlink you can go to that section to edit it.



PERFORMANCE MEASURES

IV. Performance Measures

[← Previous](#)

Please specify quarter activities.

[+ Add New Item](#)

Quarter	Planned Activities	Step
---------	--------------------	------

[→ Continue](#)

[+ Add New Item](#)

Quarter

Planned Activities
Number of Characters:
2500 character limit

Step

[Save](#) [cancel](#)

Quarter	Planned Activities	Step
---------	--------------------	------

[→ Continue](#)

- Used to capture the progress and anticipated activities throughout the lifespan of the grant.
- These performance measures will not only be used as milestones when reviewing the grant, but also as the basis for quarterly reporting activities.



ADD PROPOSAL FUNDS

Proposal Funds

[← Previous](#)

[+ Add Funds](#)

Fund	Award	Budgeted	Balance	End Date	Agreement	
Fund #19614 2014 Secured School Safety STATE Test fund School Safety	OPEN	\$100,000.00	OPEN		×	delete

- At the end of the proposal, choose the **Proposal Funds** section.
- Choose **Add Funds**—this will bring up a drop down menu to select from.
- If an intent has been submitted, your available funds will appear here. If there are no options, please contact Grants Management.
- Once you have added the funds, the table will populate with the fund. Click on the **purple** link (usually \$.00) in the **Budgeted** column to start creating your budget.



CREATING THE BUDGET

BUDGET ITEMS \$100,000.00

solution area: Equipment

[+ Create New Item](#)

			unit	price/rate	hours	amount	
Edit	Delete	#40802	Cameras	-	\$35,000.00	-	\$35,000.00
category:			Not Applicable				

- ❑ Choosing *create new item* from the budget screen will allow users to enter specific line item information related to proposed expenditures.



BUDGET ITEM FORM FIELDS

[+ Create New Item](#)

Balance : OPEN

Description

Solution Area Category

Discipline

Narrative

[x Cancel](#)

- Solution Area: Equipment, M & A, Personnel, etc.
Note: the options will be dependent upon specific proposal type
- Category: detailed information derived from the above solution area
- Discipline: identify the discipline that will benefit most from the purchase (emergency management, law enforcement, etc.)
- Narrative: give a detailed narrative about the item requested.

Note: for school safety, Category and Discipline are N/A.



EQUIPMENT SOLUTION AREA

- ☐ Agricultural Terrorism Prevention, Response, and Mitigation Equipment
- ☐ CBRNE Aviation Equipment
- ☐ CBRNE Incident Response Vehicles
- ☐ CBRNE Logistical Support Equipment
- ☐ CBRNE Operational and Search & Rescue Equipment
- ☐ CBRNE Prevention and Response Watercraft
- ☐ CBRNE Reference Materials
- ☐ Cyber Security Enhancement Equipment
- ☐ Decontamination
- ☐ Equipment – Explosive Device Mitigation and Remediation
- ☐ Information Technology
- ☐ Inspection and Screening Systems
- ☐ Interoperable Communications Equipment
- ☐ Intervention Equipment
- ☐ Medical
- ☐ Other Authorized Equipment
- ☐ Personal Protective Equipment
- ☐ Physical Security Enhancement Equipment
- ☐ Power
- ☐ Terrorism Incident Prevention Equipment



EXERCISE SOLUTION AREA

- ☐ Backfill
- ☐ Contractors/Consultants/Instructors
- ☐ Evaluation
- ☐ Full or Part-time Staff
- ☐ Materials and Supplies
- ☐ Meeting Space
- ☐ Meeting and/or Facilitation Costs
- ☐ Other
- ☐ Overtime
- ☐ Planning and/or Exercise Plan Development
- ☐ Travel

MANAGEMENT & ADMINISTRATION SOLUTION AREA



- ❑ Contractors/Consultants/Instructors
- ❑ Fees/Charges
- ❑ Meeting-related Expenses
- ❑ Office Equipment/Supplies
- ❑ Office Rent/Lease
- ❑ Other
- ❑ Staff/Salary
- ❑ Travel



PLANNING SOLUTION AREA

- ☐ Citizen and Family Coordination
- ☐ Communications Development
- ☐ Conference
- ☐ Cyber Risks Mitigation Plans
- ☐ Cyber Risks and Vulnerability Assessment
- ☐ Cyber Security Plans
- ☐ Emergency Operation Plans
- ☐ Commodity Flow Study
- ☐ Government Plans Development
- ☐ Hiring
- ☐ Implementation Meetings
- ☐ Materials
- ☐ Mutual Aid Agreements
- ☐ Point Vulnerability Assessments
- ☐ Response and Recovery Plans
- ☐ Terrorism Deterrence Plans
- ☐ Travel



TRAINING SOLUTION AREA

- ☐ Backfill
- ☐ Conference
- ☐ Contractors/Consultants/
Instructors
- ☐ Evaluation (HSEEP)
- ☐ Full or Part-time Staff
- ☐ Materials and Supplies Used
and/or Expended
- ☐ Meeting Space
- ☐ Meeting and/or Facilitation
Costs
- ☐ Other
- ☐ Overtime
- ☐ Training Plan Development
Costs
- ☐ Travel



AVAILABLE DISCIPLINES

- ☐ Agriculture
- ☐ Cyber Security
- ☐ EMS (Fire Based)
- ☐ EMS (non-Fire Based)
- ☐ Emergency Management
- ☐ Fire Service
- ☐ Governmental /
Administrative
- ☐ Hazmat
- ☐ Health Care
- ☐ Law Enforcement
- ☐ Non-Profit
- ☐ Public Health
- ☐ Public Safety Communications
- ☐ Public Works



APPROVED EQUIPMENT ID

- ❑ This ID number corresponds to the Authorized Equipment List (AEL) located within the Lessons Learned Information Sharing webpage at: <https://www.llis.dhs.gov/knowledgebase/ael>
- ❑ The AEL number designates the category and type of equipment being requested, as well as, eligibility for the grant
- ❑ **ALL** equipment purchases with **Federal funding** must have an AEL number and must be listed as eligible under the funding source being utilized.



AUTHORIZED EQUIPMENT LIST

[Home](#) >> [Knowledge Base](#) >> [RKB](#) >> Authorized Equipment List

RKB Authorized Equipment List

Users can search the Interactive AEL using the AEL/SEL number or keyword(s). Users can also search for equipment using the AEL categories. Select a primary AEL category from the drop-down list below, then select sub-categories from the drop-down lists that will appear.

AEL / SEL Number	Keywords	AEL Category	
<input type="text"/>	<input type="text"/>	<input type="text" value="- None -"/>	<input type="button" value="Apply"/>

AEL / SEL Number	Title	Description
16AD-06-PLAS	Equipment and Supplies, Plasma vitrification	Equipment and supplies that apply plasma vitrification to dispose of carcasses resulting from the response to a Foreign Animal Disease.
16AD-05-SCDC	Supplies, Chemical Disinfection of Carcasses	Equipment and supplies, including chemical disinfectants and applicators that chemically kill the Foreign Animal Disease organism in carcasses.
16AD-03-IDNT	16AD-03-IDNT	Supplies, Animal Identification
11RE-00-RFNC	Reference Materials, Non-CBRNE	Publications and other materials that provide educational or operational information useful in the planning and execution of response to non-CBRNE mass casualty incidents. Publications and other materials that provide educational or operational information useful in the planning and execution of response to non-CBRNE mass casualty incidents.
11RE-00-RFEX	References, Field Expedient	Publications or other reference material suitable for use at the scene of an incident or during preplanning, training, and exercise development.
11RE-00-RFDB	Databases, Reference	Databases containing chemical information (properties, physical characteristics, decontamination information), modeling tools, medical and first aid information, blast radii, transport labeling, or other information useful in all-hazards incident response, and designed for access through a handheld, notebook, or desktop computer. Includes centralized databases designed for remote access as well as databases incorporated into mobile systems.
11RE-00-RFCB	References, CBRNE	Publications and other materials that provide educational or operational information useful in the planning and execution of response to CBRNE incidents.
10PE-00-UPS	Supply, Uninterruptible Power (UPS)	Systems that compensate for loss of power to serviced equipment for some period of time. May include short-duration battery devices, or standby generator devices for longer duration.



AEL PROBLEMS

- ❑ AEL not being eligible for the grant program.
- ❑ If an item is not eligible for funding, changing the AEL to a miscellaneous number will NOT make it eligible.
- ❑ Contact Grants Management if you have any concerns or questions about the correct AEL number to use—if you guess incorrectly, it will just result in a delay once it is reviewed!

ENVIRONMENTAL, HISTORIC PRESERVATION (EHP) REQUIREMENT



Home > Response & Recovery > Environmental Planning and Historic Preservation Program >
Environmental & Historic Preservation Review

Follow FEMA:



→ [National Disaster Recovery Framework](#)

→ [Urban Search and Rescue](#)

→ [Disaster Emergency Communications](#)

→ [CERT](#)

→ [Individual Assistance Program Tools](#)

→ [Public Assistance: Local, State,](#)

Environmental & Historic Preservation Review

+ [Share/Email This Page](#)

EHP Review

Federal environmental and historic preservation laws and Executive Orders provide the basis and direction for the implementation of federal environmental and historic preservation review requirements for FEMA-funded projects. These laws and executive orders are aimed at protecting our nation's water, air, coastal, wildlife, land, agricultural, historical and cultural resources, as well as minimizing potential adverse effects to children, low-income and minority populations. Failure to comply with these laws could result in project delays and denial of funding. FEMA, through the Environmental and Historic Preservation Program, engages in a review process to ensure that FEMA funded activities comply with these laws.

[FEMA Activities that May Trigger EHP Review](#)

SUBMIT APPLICATION AND BUDGET



iGMS Indiana Department of Homeland Security

[Dashboard](#) [Change Password](#) [Contact Info](#) [Logout](#) [Switch Back](#)

[Dashboard](#) | [Budgets](#) | Budget 8734

Budget #8734

[→ Submit This Budget](#) [To PDF](#) [→ Activity Logs](#) [→ Read Only](#)

BUDGET SUMMARY

- ❑ *Submit This Budget* will submit both the budget **AND** the proposal!



PROPOSAL/BUDGET APPROVAL

Once a Proposal/Budget has been submitted in response to a request related to an application:

- IDHS review committee reviews/scores and awards funds (*federal grants*).
- Approving Board reviews/scores and awards funds (*Secured School Grant Program and Foundation Grant Program*).
- FEMA/US DHS approves projects.
- Applicants may be asked to make changes based on final award figures.
- Budgets are approved and award letters are sent out.
- Sub-recipient agreements are drafted and distributed to awarded entity.

GENERAL BUDGET INFORMATION



iGMS Indiana Department of Homeland Security

[Dashboard](#) [Change Password](#) [Contact Info](#) [Logout](#) [Switch Back](#)

Please complete your EMPG compliance.

My Proposals

- [2013 EMPG Competitive Grant](#)
- [2012 EMPG Salary Reimbursement 01/01/12 thru 12/31/12](#)
- [2011-2012 EMA Competitive Grant](#)
- [See all proposals](#)

[+ Create new proposal](#)

General Budget Information

- [Complete Budget List](#)
- [Quarterly Reports](#)
- [Request for Expenditure](#)

Agreement Tracking

Recent Activity This Week

- [view all agreements...](#)

Applications

- [Empg Compliance](#)
- [Agreement Tracking](#)
- [Equipment Inventory](#)
- [Damage Report](#)
- [Infrastructure Damage Reporting](#)

References


- [iGMS Manual](#)
- [Authorized Equipment List](#)
- [Contact Us](#)
- [EHP Screening Form](#)
- [Indiana Strategy for Homeland Security 2008](#)
- [Training and Exercise Guidance](#)
- [2013-2015 Training and Exercise Plan and Multi-Year Calendars](#)
- [Debris Estimation Spreadsheet](#)






BUDGET SUMMARY INFORMATION

- ❑ Status: Indicates what status the budget is currently in.
- ❑ Performance Period: Indicates the amount of time to spend the funds.
- ❑ Agreement: If the budget requires a Fully Executed Agreement (FEA), the status and document may be viewed here.
- ❑ Approved Budget- Indicates the amount of funding assigned to the project. May also read “open” to indicate an active solicitation with no amount set.
- ❑ Encumbered- Totals the amount tied to the budget through Requests for Expenditures (RFEs).
- ❑ Balance – Indicates the difference between the allocated amount and the budgeted amount (if applicable).
- ❑ The amount paid on the budget.

BUDGET SUMMARY

 This budget is marked FINAL.

contact	Valerie Luchauer (lcema@lawrencecounty.in.gov) Lawrence County (DUNS #103614843) Director 1 County Complex Road Bedford, IN 47421 (LAWRENCE) phone: 812-8277-9680 fax: 812-279-9262		
Fund	2011 → State Homeland Security Program → LOCAL → District 8 → Discretionary → 16183		
Project Manager	Rachel Woodall (rwoodall@dhs.in.gov)		
Proposal	District 8 2011 SHSP Proposal		
Status	 APPROVED		
Agreement	 Fully Executed Performance Period Ends 03/04/13  View FEA pdf → Agreement #3381		
PO	0012561016		
Encompass Project Id	38511SHSLODIS08		
Approved Budget	\$15,223.65	Obligation Rating	100%
Encumbered	\$15,223.65	Disbursed	\$15,223.65
Balance	\$0.00		



BUDGET ADJUSTMENTS (GANs)

When a user needs to make adjustments to an approved budget – they must submit a Grant Adjustment Notice (GAN) for approval. GANs are to be used for the following:

- ❑ Request an extension to a performance period
- ❑ Adjust the price of an item(s)
- ❑ Modify activities/purchases
- ❑ Return unexpended funds
- ❑ Zero out or close out a budget



CREATE A GAN

Dashboard | Budgets | Budget 9092

Budget #9092

[To PDF](#) [Activity Logs](#) [Create a New GAN](#) [Read Only](#)

GAN Type:

Notes/Justification:

Two types of GANs:

1. End Date- to request an extension on the performance period of the grant
2. Budget- to make changes to the line items within the budget



GAN APPROVALS

- ❑ GANs must be “submitted” – those in initial status are not visible for action
- ❑ GANs MUST include a justification of why the request is being made
- ❑ Project Managers must review and approve prior to Grants Management
- ❑ AEL(s) will be checked and may require EHP(s) prior to approval
- ❑ End date GANs will not be approved too close to the federal performance period end

REQUESTS FOR EXPENDITURE (RFE)



- ❑ Gateway for all reimbursement requests
- ❑ External to IDHS can submit one RFE with multiple vendors and invoices
- ❑ If match is included, be sure to upload documentation verifying that requirement with request for reimbursement



REQUEST FOR EXPENDITURES

- ❑ Commonly referred to as RFE(s). Also known as request for reimbursement.
- ❑ Required for **all expenditures** to be reimbursed.

From the dashboard you will choose *Request for Expenditure* from the General Budget Information section.

A screenshot of the iGMS (Indiana Grants Management System) dashboard. The top navigation bar includes links for Dashboard, Change Password, Contact Info, Logout, and Switch Back. A warning banner at the top states "Please complete your EMPG compliance." The main content area is divided into three sections: "My Proposals" on the left, "General Budget Information" in the center, and "Applications" on the right. The "My Proposals" section lists several grants, including "2013 EMPG Competitive Grant" and "2012 EMPG Salary Reimbursement", with a "Create new proposal" button. The "General Budget Information" section contains links for "Complete Budget List", "Quarterly Reports", and "Request for Expenditure", with the latter being circled in red. The "Applications" section lists various tasks like "Empg Compliance", "Agreement Tracking", and "Equipment Inventory".

iGMS Indiana Department of Homeland Security

Dashboard Change Password Contact Info Logout Switch Back

Please complete your EMPG compliance.

My Proposals

- 2013 EMPG Competitive Grant
- 2012 EMPG Salary Reimbursement 01/01/12 thru 12/31/12
- 2011-2012 EMA Competitive Grant
- [See all proposals](#)
- [+ Create new proposal](#)

General Budget Information

- Complete Budget List
- Quarterly Reports
- **Request for Expenditure**

Applications

- Empg Compliance
- Agreement Tracking
- Equipment Inventory
- Damage Report
- Infrastructure Damage Reporting

Agreement Tracking

Recent Activity This Week

- [view all agreements...](#)



CREATE A NEW REQUEST

Dashboard | Request for Expenditures

Request for Expenditures

[+ create a new request](#)

Description

Fund

☐ 2014 > Regional Public Safety (7-1-13 to 6-30-14) > STATE > Regional Public Safety Training > District 10 Vincennes Township Fire Protection District, Board of Fire Trustees > Tim Smith

- ❑ Description of the item(s) being requested for reimbursement
- ❑ Select the correct fund you wish to request reimbursement from; some users might have multiple funds to choose from.
- ❑ Choose [save](#) to move onto the next screen



RFE SUMMARY

- ❑ Status: the status the RFE is currently in
 - Initial
 - Submitted
 - Approved
 - Processing
 - Partial paid
 - Paid

Dashboard | Reimbursements | RFE 49697

RFE #49697

[Edit](#) [Delete](#) [Submit](#) [To PDF](#)

RFE SUMMARY

RFE #	49697
Description	test
Status	INITIAL
Created By	Tim Smith
Created Date	01/08/14
Updated By	
Updated Date	



ITEM SECTION OF THE RFE

- ❑ In this section of the RFE, the user will enter the item(s) and associated amounts the RFE will cover.
- ❑ Choosing *add new RFE* item will allow to you input multiple items

ITEMS

[+ Add New RFE Item](#)

tracking #	vendor	description	amount		
TOTAL:			\$0.00		



- ❑ To upload a new document, click the *upload file* link. You will then choose a **PDF document** to attach. The upload **MUST** be in PDF format.
- ❑ Once you have uploaded a document, you must choose the type of document and link to an RFE item.

*Note: for 2013 grants and later, you must upload both the invoice **AND** proof of payment to this section before submitting your RFE for reimbursement. If both documents are not uploaded, the RFE will not be approved/processed by IDHS.*



AUDIT AN RFE

- ❑ All RFEs **MUST** be assigned to a funding source. Once there has been an upload to the RFE, you must then AUDIT the funds requested to your original budget. This allows the iGMS to keep a running total of your current budget (encumbered amount) as well as ensure a checks-and-balances system when requesting reimbursement.

UPLOADS

Audited Invoice Total \$795.00 Invoices Yet to be Audited \$0.00

[+ Upload File](#)

upload #		uploaded	
69102	proof filename: 8110TRANS2012-2013.pdf ✔ Proof is approved. rfe items : 73609 notes: see pg 2	Valerie Luchauer 07/08/13	download Delete Edit
64214	invoice filename: Lawrence%20County%20911%20Invoice%20%2335687.pdf ✔ invoice audit complete ✔ invoice approved invoice number: 35687 invoice amount: \$795.00 invoice date: 02/26/12 rfe items : 73609 notes:	Valerie Luchauer 02/26/13	download Audit

SUBMIT RFE



Dashboard | Reimbursements | RFE 49655

RFE #49655

[Edit](#) [Delete](#) [Submit](#) [To PDF](#)

RFE SUMMARY

RFE #	49655
Description	Portable Light Tower
Status	INITIAL
Items Audit	✓ item audit complete
Invoice Audit	✓ invoice audit complete
Created By	Bryan Husband
Created Date	12/26/13
Updated By	
Updated Date	

- ❑ Once the RFE shows that the audit has been completed (with a green check mark), you will choose submit from the RFE task bar to send it for approval.

Note: Until you submit, it will not show up for IDHS to review/process!

FAQ: REQUESTS FOR EXPENDITURE (RFE)



- ❑ Budget is not available for selection:
 - Budget not approved
 - GAN that has not been approved (includes initial)
 - Performance period is expired
- ❑ Reimbursement requirements
 - Invoice
 - Receipt
 - No pro-forma invoices, purchase orders or quotes
- ❑ Proof of payment includes:
 - Copy of a canceled check (front and back)
 - Auditor's report
 - *NEW* Must be submitted when requesting reimbursement
- ❑ Invoice exceeds the award:
 - Enter amount requested for reimbursement
 - Note in description box that the sub-recipient has paid the balance



READ-ONLY ACCESS

- ❑ Allows those with a vested interest to see:
 - Budgets
 - Grant Adjustments
 - Reimbursement Requests
 - Payment information
- ❑ Fiscal Agent determines who has access (and level of access)
- ❑ Can be removed at any time



INVOICE/PROOF OF PAYMENT

UPLOADS

Audited Invoice Total

\$3,893.00

Invoices Yet to be Audited

\$0.00

[+ Upload File](#)

upload #		uploaded	
68517	proof filename: Cash%20Ledger%20by%20Fund%20for%20004-01-2013%20thru%2004-30-2013_BRYAN%20(2).pdf ✓ Proof is approved. rfe items : 74919 notes: Page 1	Bryan Husband 06/14/13	download Delete Edit
65354	invoice filename: JTN_Services_Inc_Invoice_1844_3-2013.pdf ✓ invoice audit complete ✓ invoice approved invoice number: 1844 invoice amount: \$3,893.00 invoice date: 03/13/13 rfe items : 74919 notes: Safety	Bryan Husband 03/28/13	download ✓ Audit



APPROVE/AUDIT AN INVOICE

- Sub-recipient audits the RFE item to the budget; then invoice against RFE item.

ITEMS

[+ Add New RFE Item](#)

tracking #	vendor	description	amount	
You are auditing RFE item #80593 below.				
Status ✔ Audit Complete				
Amount	\$1,700.00	Audited Amount	\$1,700.00	Still to be Audited \$0.00
Description	Budgeted	Already Audited	Balance	
Audited				
fund	proposal	budget item	audited amount	
grant: 2013 Foundation (STATE) project: Foundation project id: PSF1-4-034A manager: Mary Fields	2013 Clay EMA Foundation Grant	Portable Lighting Equipment	\$1,700.00	🗑️ Remove Audit
✕ Close Audit				
80593	MacAllister Equipment	Portable Light Plant	\$1,700.00	Uploads: 73249
			✎ Edit 🗑️ Delete ✔ Audit	
TOTAL:			\$1,700.00	



INVOICE APPROVAL

- The Program Manager at IDHS will then approve the invoice, as well as Grants Management.

UPLOADS

Audited Invoice Total	\$1,700.00	Invoices Yet to be Audited	\$0.00
-----------------------	------------	----------------------------	--------

[+ Upload File](#)

upload #		uploaded	
73249	<p>invoice</p> <p>filename: MacAllister%20Light%20Plant%202012-2013.pdf</p> <p>✅ invoice audit complete</p> <p>❌ waiting for invoice approval</p> <p>invoice number: 168099077184</p> <p>invoice amount: \$1,700.00</p> <p>invoice date: 12/23/13</p> <p>rfe items : 80593</p> <p>notes: Remainder of total paid from district Discretionary funds</p>	Bryan Husband 12/26/13	<p>📄 download</p> <p>🗑 Delete</p> <p>✎ Edit</p> <p>✅ Audit</p>

On 12/30/13, Dolly R Watkins wrote:
RFE #49654 - updated to APPROVED

Grants Management Approval

On 12/27/13, Rachel Woodall wrote:
RFE #49654 - tracking #73247 : invoice has been approved.

IDHS Program Manager Approval

INVOICE EXAMPLE



THANK YOU FOR SHOPPING AT RURAL KING
 #10 JASPER RURAL KING
 1920 LUBE WAY
 JASPER, IN 47546
 (812) 482-4840

9/23/13 9:31AM SHUMB13 269 SALE


84540324 2 EA 3.99 EA N
 WHEEL CHOCK BULK 7.98

SUB-TOTAL: 7.98 TAX
 TOTAL: 7.98
 BC AMT: 7.98

BK CARD#: XXXXXXXX 2777
 ID: 351202919889716144
 AUTH: 892348 AMT: 7.98
 Host reference #:312446 Bat#000014
 SWIPED
 CARD TYPE: VISA EXPR: XXXX

Total Items: 2

==>> JRNL#D12446/10 <<==
 CUST # 53947



INVOICE

Johnson Hotel Group
 Where your stay is always "ducky"

1432 Gosling Creek Drive
 Park City, IN 46219
 1-800-234-DUCK

INVOICE # [100]
 DATE: MAY 18, 2010

TO Indiana Department of Homeland Security
 ATTN: Beth Clark -
 302 W. Washington Street, Room E200
 Indianapolis, IN 46201

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Ben A. Mallard	PSIC Conference	Due on receipt	June 18, 2010

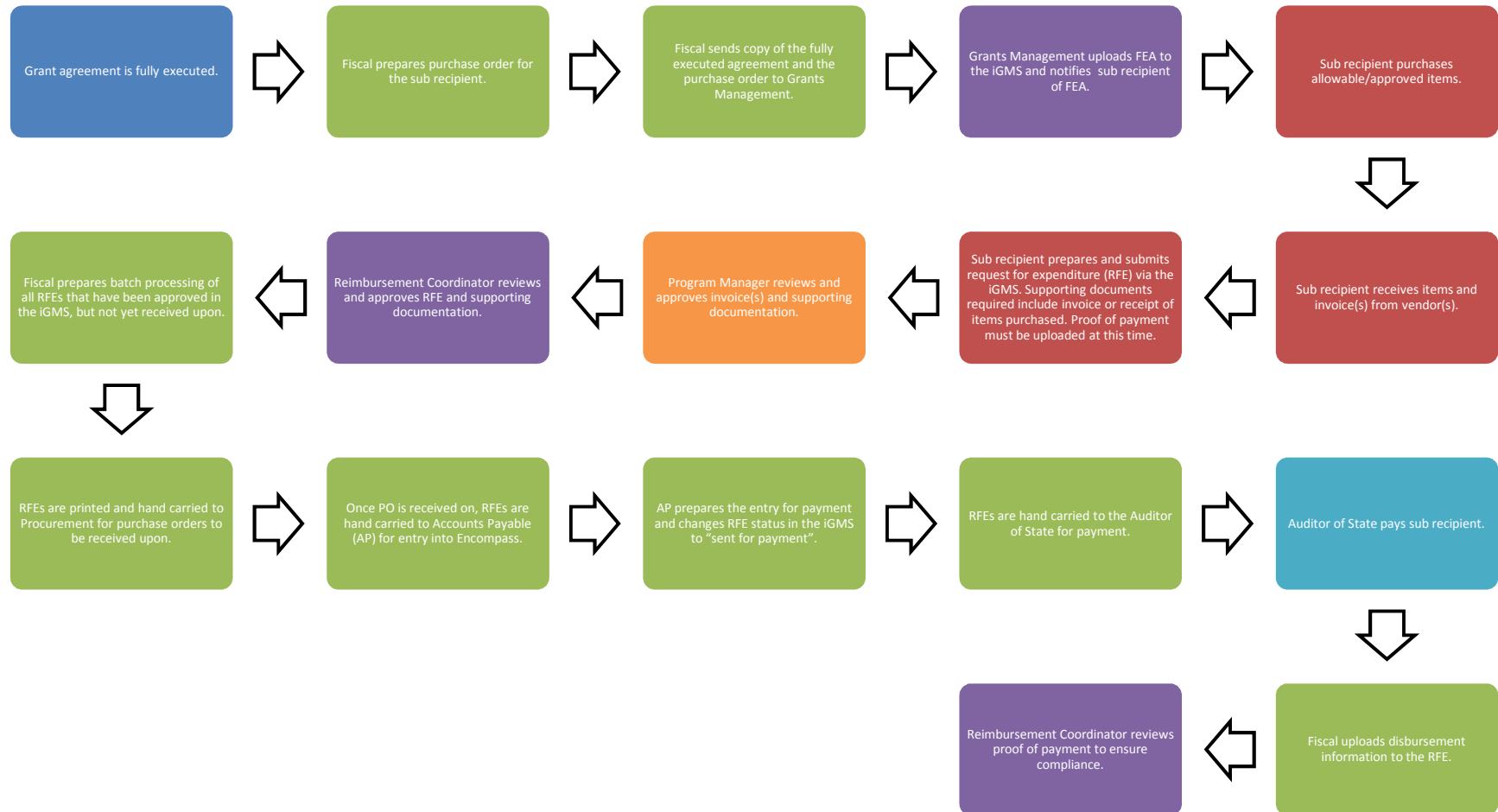
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
148	148 Rooms for 3 nights at \$59.00 per night Tax included in nightly rate. May 18, 19 and 20, 2010	177.00	\$26,196.00
SUBTOTAL			
SALES TAX			
TOTAL			\$26,196.00

❑ Invoices that will NOT be Approved

- Pro-forma Invoices
- Purchases made outside the performance period
- Purchases for ineligible items



SUB RECIPIENT REIMBURSEMENT PROCESS



QUARTERLY REPORT



iGMS

Indiana Department of Homeland Security

[Dashboard](#) [Change Password](#) [Contact Info](#) [Logout](#) [Switch Back](#)

logged in as jtobey@elkhartcounty.com,

Quarterly Report

The following fund allocations require quarterly reports:	term(due date)
2013 Foundation > STATE > Foundation > 18788	→ 2ND QUARTER (01/15/14) Pending (DRAFT)
2012 Emergency Management Performance Grant (EMPG) > STATE > Amateur Radio > 18838	→ 2ND QUARTER (01/15/14)- FINAL Pending (DRAFT)
2012 State Homeland Security Grant (SHSP) > LOCAL > DRTF Sustainment > 18180	→ 2ND QUARTER (01/15/14) Pending (DRAFT)
2011 State Homeland Security Program > LOCAL > Regional Collaboration > 18149	→ 2ND QUARTER (01/15/14) Pending (DRAFT)
2011 State Homeland Security Program > LOCAL > GIS > 18010	→ 2ND QUARTER (01/15/14)- FINAL Pending (DRAFT)
2011 State Homeland Security Program > LOCAL > CBRNE Program > 18754	→ 2ND QUARTER (01/15/14)- FINAL Pending (DRAFT)

Please complete your EMPG compliance.

My Proposals

- 2013 Elkhart County reward
- Elkhart County (2013)
- D2 Equipment (2013)
- [See all proposals](#)

General Budget Information

- Complete Budget List
- Quarterly Reports
- Request for Expenditure



QUARTERLY REPORTS

- ❑ Available beginning on the 1st day of each quarter
- ❑ Due four (4) times each year
 - January 15
 - April 15
 - July 15
 - October 15
- ❑ Reporting based on milestones outlined in the proposals (Performance Measures).
- ❑ **Quarterly Reports MUST be submitted every quarter or the sub-recipient will be locked out of the RFE Module.**

APPLICATIONS



iGMS Indiana Department of Homeland Security

[Dashboard](#) [Change Password](#) [Contact Info](#) [Logout](#) [Switch Back](#)

Please complete your EMPG compliance.

My Proposals

- 2013 EMPG Competitive Grant
- 2012 EMPG Salary Reimbursement 01/01/12 thru 12/31/12
- 2011-2012 EMA Competitive Grant
- [See all proposals](#)

[+ Create new proposal](#)

General Budget Information

- [Complete Budget List](#)
- [Quarterly Reports](#)
- [Request for Expenditure](#)

Agreement Tracking

Recent Activity This Week

→ [view all agreements...](#)

Applications

- [Empg Compliance](#)
- [Agreement Tracking](#)
- [Equipment Inventory](#)
- [Damage Report](#)
- [Infrastructure Damage Reporting](#)

References

- [iGMS Manual](#)
- [Authorized Equipment List](#)
- [Contact Us](#)
- [EHP Screening Form](#)
- [Indiana Strategy for Homeland Security 2008](#)
- [Training and Exercise Guidance](#)
- [2013-2015 Training and Exercise Plan and Multi-Year Calendars](#)
- [Debris Estimation Spreadsheet](#)




EMPG COMPLIANCE

- ❑ In December 2013, IDHS added the “EMPG Compliance Module” which will allow anyone who is Emergency Management Performance Grant (EMPG) funded to track their position requirements for training and exercise in the iGMS.
- ❑ This must be tracked by every individual that is EMPG grant funded.
- ❑ If a training is selected as completed, the proof of the training (certificate) must be uploaded.
- ❑ Quarterly notifications will appear for the module.

Dashboard | EMPG Compliance





EMPG Compliance

 This report is not yet submitted. [Submit](#)

#1158 - JENNIFER TOBEY

Status DRAFT

TRAINING

 IS 200	Is Complete? <input type="text" value="YES"/>	Download Proof Reset
 IS 700	Is Complete? <input type="text" value="YES"/>	Download Proof Reset
 IS 800	Is Complete? <input type="text" value="YES"/>	Download Proof Reset
 IS 100	Is Complete? <input type="text" value="YES"/>	Download Proof Reset

AGREEMENT TRACKING



Dashboard | Agreements Tracking

Agreements Tracking

Legal Project ID: Status: Agreement/Letter of Consent:

1

project id	description	contact	amount	
PSF1-1-058	2010 C Foundation Grant Elkhart County (DUNS #069756021)	Mary Fields	\$3,999.85	✓ 12/22/10 PDF
C44P-4-356B	Elkhart 2013 EMPG Competitive Grant DirecTV, Inc.		\$5,178.00	✗
C44P-4-409B	2012 SHSP District 2 Equipment Elkhart County (DUNS #069756021)		\$0.00	✗
C44P-4-342B	2013 Elkhart County Based project Elkhart County (DUNS #069756021)		\$6,996.00	✗
PSF1-4-038A	2013 Foundation Elkhart County (DUNS #069756021)		\$3,870.00	✓ 09/20/13 PDF
C44P-3-382B	2012 EMPG - Amateur Radio Elkhart County (DUNS #069756021)		\$5,000.00	✓ 08/15/13 PDF
C44P-3-359B	2010 SHSP CBRNE Elkhart County (DUNS #069756021)		\$6,250.00	✓ 07/02/13 PDF
C44P-3-352B	2012 SHSP DRFT Sustainment Elkhart County (DUNS #069756021)		\$60,000.00	✓ 07/30/13 PDF
C44P-3-251B	Elkhart Co 2012 EMPG Salary Reimbursement Elkhart County (DUNS #069756021)		\$60,752.00	✓ 04/25/13 PDF

- ❑ The iGMS allows users to see the status of all agreements. This is how a sub-recipient will know where the grant agreement is in the process of becoming fully executed.

AGREEMENT TRACKING DETAIL



Dashboard | Agreement Tracking | PSF1-1-058

Agreements Tracking

AGREEMENT #2664

Description	2010 C Foundation Grant	
Organization	Elkhart County (DUNS #069756021)	
Project Id	PSF1-1-058	
	✓ Fully Executed on 12/22/10	
	📄 FEA Document	
Notes		
Legal POC	Mary Fields	
Amount:	\$3,999.85	
PO:		
Funds		
	Budget	#4086
	Grant	2010 Foundation C > STATE
	Project	2010 Foundation C
	Sub-recipient	Jennifer Tobey
	Project Manager	Mary Fields
	End Date	06/22/11

AGREEMENT TRACKING DETAIL



TRACKING

time	event	notes	event date	start/stop	legal days	total days	created by	created date
Day 1	Distributed to contractor/recipient		11/18/10	NE	0	0	FIELD5M_584	11/18/10
Day 22	Sent to legal to initiate state signature procedure (IDHS, IDOA, SBA, AG)	Entire GA and Exhibit A	12/09/10	NE	0	21	WATKINS_863	12/09/10
Day 23	Received for legal review		12/10/10	START	0	22	WISTHOFFD_746	12/10/10
Day 27	Ready for fiscal signature	Hand carried to fiscal.	12/14/10	STOP	4	26	WISTHOFFD_746	12/14/10
Day 28	Legal Review	Returned from Fiscal.	12/15/10	START	4	27	WISTHOFFD_746	12/15/10
Day 28	Ready for agency signature		12/15/10	STOP	4	27	WISTHOFFD_746	12/15/10
Day 29	Legal Review	Agency signature complete.	12/16/10	START	4	28	WISTHOFFD_746	12/16/10
Day 29	To: IDOA		12/16/10	STOP	4	28	WISTHOFFD_746	12/16/10
Day 42	Complete		12/29/10	STOP	4	41	WISTHOFFD_746	12/29/10
Day 42	Uploaded to iGMS	Received fully signed agreement from legal on 12/29/10 and will upload into iGMS on 12/30/10. vb	12/29/10	NE	4	41	BIDDLEV_24424	12/29/10
Day 1143	TODAY	* elapsed time since the last event	01/03/14	-	4	1142	-	-



AGREEMENTS

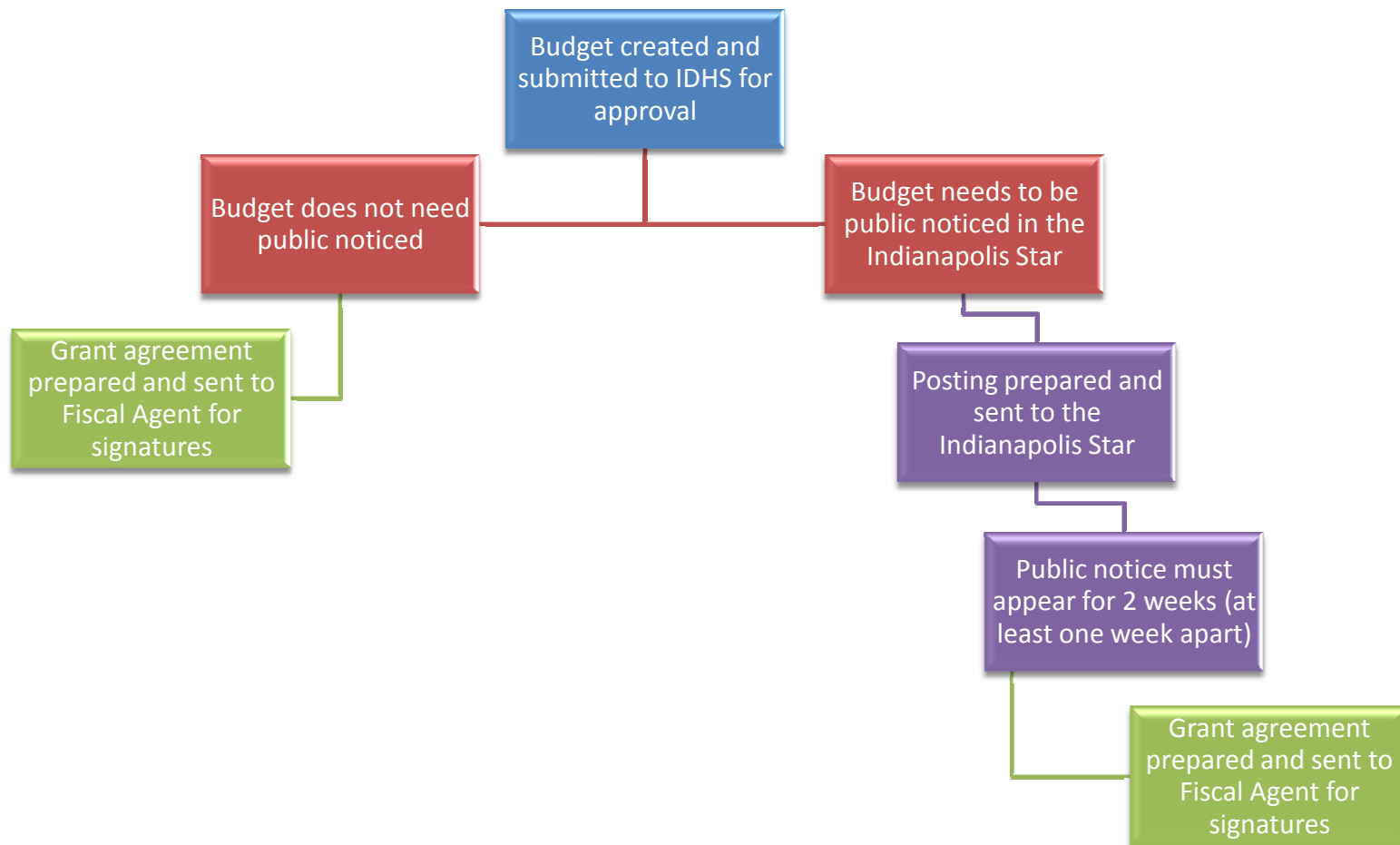
1. Sub-Recipient Agreement – used to convey funds from IDHS to a sub-recipient. Sub-recipients are entities such as a county, city, township, or other legal entity.
2. Memorandum of Understanding (MOU) – used to convey funds to another state agency. Examples are: Indiana Department of Transportation and Indiana State Police.
3. Letter of Consent – used to give IDHS authorization to expend money on behalf of local partners.

PUBLIC NOTICE OF GRANT AGREEMENTS



- ❑ To allow state employees and special state appointees (including LEPC members) to contract with the local grant recipients, when the contract will be using federal funds.
- ❑ Under the State Ethics Code, state employees and special state appointees are prohibited from having a financial interest in a contract of a state agency, unless certain specific conditions are met.
- ❑ One of the conditions that must be met is that the state agency contract (or grant agreement) must have been awarded after public notice or competitive bidding.

PUBLIC NOTICE OF GRANT AGREEMENTS



DETAILED FEA PROCESS

(DAYS ARE BUSINESS DAYS, NOT CALENDAR DAYS)



* Failure to clear through either the Department of Revenue (DOR) or Department of Workforce Development (DWD) will result in the sub-grant agreement being held until the sub-recipient has resolved the issue. Grants Management will notify sub-recipient of any issues related to clearance checks.

** If form approval has been obtained, this step may be skipped.

*** Timeframes are approximate and can vary by agency.



FULLY EXECUTED AGREEMENTS

- ❑ An agreement is considered fully executed when it has been signed by all parties – including those required at the state level.
- ❑ No purchases or activities should take place prior to having an agreement fully executed.
- ❑ Fully executed agreements (FEAs) received from legal are uploaded to iGMS on a weekly basis.



PERFORMANCE PERIODS

- ❑ Projects are granted an initial six (6) month performance period with the provision for an extension.
- ❑ Extensions to the performance period must be made via the iGMS and must include a reasonable justification.
- ❑ Extensions are not guaranteed – Grants Management reserves the right to de-obligate unexpended funds and/or deny an extension.

EQUIPMENT INVENTORY



Dashboard | Equipment Inventory

Equipment Inventory

[+ Create New Inventory](#) [Read Only](#) [→ to Pdf](#)

☒ My Inventory ☐ Issued to Me ☐ Read Only

Search

Fund

[Get Inventory List](#)

1

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
9333	Jennifer Tobey jtobey@elkhartcounty.com	(4) Tent System	EMA	Mobile Command	Losberger	\$97,500.00	03/12/2013	✓ VALIDATED → 04/26/2013 ✎ Reset
9332	Jennifer Tobey jtobey@elkhartcounty.com	(2) Generator	EMA	Mobile Command	Honda	\$6,063.90	03/12/2013	✓ VALIDATED → 04/26/2013 ✎ Reset
9331	Jennifer Tobey jtobey@elkhartcounty.com	(4) Cot Carts	EMA	Other	Propac	\$9,636.08	03/12/2013	✓ VALIDATED → 04/26/2013 ✎ Reset
9330	Jennifer Tobey jtobey@elkhartcounty.com	(135) CERT Backpacks	EMA	Other	Logistical Services International (LSI)	\$21,659.60	03/12/2013	✓ VALIDATED → 04/26/2013 ✎ Reset
9329	Jennifer Tobey jtobey@elkhartcounty.com	(2) Cot	EMA	Other		\$3,590.00	03/12/2013	✓ VALIDATED → 04/26/2013 ✎ Reset



EQUIPMENT INVENTORY

- ❑ Recipients of federal funding are required to keep an inventory of the property/equipment that is purchased in whole or in part with federal funds managed by IDHS.
- ❑ Must be managed whether acquired in whole or in part with grant funds, until disposition takes place.
- ❑ Equipment or property is defined as:
 - Tangible, non-expendable property
 - Useful life of more than one year
 - Acquisition cost of \$500 or more per unit.
- ❑ Fiscal agents can use the tool in the iGMS to track:
 - Equipment purchased with federal preparedness funding
 - Person to whom that equipment was assigned
 - Any transfer activity
- ❑ The iGMS can provide a standardized and archived way to capture the required information.



FAQ EQUIPMENT INVENTORY

- ❑ When is the equipment inventory due?
 - Per the IDHS Grants Administrative Plan, equipment inventories are due annually by April 15th. This does not mean you must have a 100% solution by April 15th, but you will need to demonstrate a measure of compliance.
- ❑ I've never done this before, why now?
 - The inventory requirement is not only a good practice, but a federal requirement.
- ❑ Is equipment inventory management in the iGMS required?
 - It is not required to use the iGMS as your equipment inventory solution. If you have a solution already in place, IDHS will create a space in the iGMS where you can upload documentation of your equipment inventory. Or, you can continue using your existing documentation spreadsheets, Word document, etc.

REFERENCES



iGMS Indiana Department of Homeland Security

[Dashboard](#) [Change Password](#) [Contact Info](#) [Logout](#) [Switch Back](#)

Please complete your EMPG compliance.

My Proposals

- [2013 EMPG Competitive Grant](#)
- [2012 EMPG Salary Reimbursement 01/01/12 thru 12/31/12](#)
- [2011-2012 EMA Competitive Grant](#)
- [See all proposals](#)

[+ Create new proposal](#)

General Budget Information

- [Complete Budget List](#)
- [Quarterly Reports](#)
- [Request for Expenditure](#)

Agreement Tracking

Recent Activity This Week

- [view all agreements...](#)

Applications

- [Empg Compliance](#)
- [Agreement Tracking](#)
- [Equipment Inventory](#)
- [Damage Report](#)
- [Infrastructure Damage Reporting](#)

References

- [iGMS Manual](#)
- [Authorized Equipment List](#)
- [Contact Us](#)
- [EHP Screening Form](#)
- [Indiana Strategy for Homeland Security 2008](#)
- [Training and Exercise Guidance](#)
- [2013-2015 Training and Exercise Plan and Multi-Year Calendars](#)
- [Debris Estimation Spreadsheet](#)



REFERENCES

- ❑ iGMS Manual- user manual for the Indiana Grants Management System (iGMS).
- ❑ Authorized Equipment List- embedded AEL for reference within iGMS.
- ❑ Contact Us- sends an email to the grants inbox.
- ❑ EHP Screening Form- worksheet to start an EHP review required by FEMA/US DHS.
- ❑ Indiana Strategy for Homeland Security 2008- most recent APPROVED strategy for IDHS.
- ❑ Training and Exercise Guidance- guidance document that outlines specific allowable costs and conditions for training and exercise funds.
- ❑ 2013-2015 Training and Exercise Plan and Multi-Year Calendars- yearly calendar compiled at the state level.
- ❑ Debris Estimation Spreadsheet- useful tool to help estimate the cost and amount of debris.



QUESTIONS?

IDHS Grants Management
grants@dhs.in.gov or (317) 234-5917

Rachel Woodall	Grants Branch Director	(317)234-3321	rwoodall@dhs.in.gov
Erica McDaniel	iGMS, Grant Writer	(317) 234-2981	emcdaniel@dhs.in.gov
Kimb Stewart	Secured School Safety Grant	(317) 234-7793	kstewart@dhs.in.gov
Dolly Watkins	Reimbursements, Agreements	(317) 234-6507	dwatkins@dhs.in.gov
Mary Fields	Foundation Grant, Agreements	(317) 234-6219	mafields@dhs.in.gov
Beth Clark	Budgets, GANs, EHPs	(317) 232-1681	bclark@dhs.in.gov
Cindy Battiato	Monitoring, QRs, Equipment	(317) 234-5959	cbattiato@dhs.in.gov
Vicki Biddle	Secretary	(317) 234-5917	vbiddle@dhs.in.gov
Dan Goris	Southern Indiana School Safety Liaison	(317) 474-5549	dgoris@dhs.in.gov
Beth Mahan	Northern Indiana School Safety Liaison	(317) 474-7674	bmahan@dhs.in.gov